Aviation Safety Officer (A.S.O.) **START** Initiate or review submitted Incident Form (DFRC 165), assign hazard report number and log into index Investigate and provide conclusions, recommendations, and action taken on Incident Form Aircraft maintenance issue? Yes Chief, Aircraft Maintenance Forward to chief, Review for aircraft accuracy maintenance for and content review Yes Approve? No Resolve/clarify with Sign and date the aviation safety Incident Form officer, and the investigating officer Forward copies (See note 2) \mathbf{v} Advise originator (if known) of action taken Log and file completed form in Incident Form Binder Brief at aviation quarterly **END** safety review (see Note 1)

AVIATION HAZARD AND INCIDENT REPORTING

Dryden Flight Research Center DOP-O-305 Revision: B

Objectives:

- -to identify hazards to flight operations
- -to provide for education and preventive action
- -to provide follow up for in flight emergencies/ ground safety incidents

Electronically Approved By: Director, Flight Operations Directorate

Note 1

Aviation Safety Review attendees

ASO chair, all air crew, Ops Engineers, and Flight Engineers

Note 2

Code X - Director

Deputy Director Associate Director Chief Engineer

Code O - Director of Flight Operations

Code OF-Chief, Flight Crew Branch

Code S - Director, Safety and Missions Assurance

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DOP-O-305 Revision: B

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	<u>ISSUE</u>	<u>PAGE</u>	AMENDMENT DETAILS
12/11/98	Baseline		
10/14/99 Maintenance with inclusion of an a	Rev A oproval block	All	Minor revisions to the responsibilities of the Chief, Aircraft
See IDMS Document Master List is sent to	Rev B	1	Clarification on note 2 as to who the aviation hazard report